APPLICATION FOR RECORDS RETENTION SCHEDULE

INSTRUCTIONS: See Publication No. 76–RM–1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date February 28, 1977	Department of Education Accounting and Disbursement Unit 121 State Office Building 12 Mitchell Street Atlanta, Georgia 30334	**Application Number** 77-86
Application Number 3220		**Date Received** MAR - 9 1977 **Date Completed** MAR 3 0 1977

2. Person to Contact Arvil Ensley   **Working Title** Supervisor   **Telephone Number** 656-2497

3. Action Requested

a. ☒ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supercede; ☐ Void

4. Dates of Series

Earliest: 1966   Latest: To date

5. Records Series Title *(followed by title used in office; if different)*

FEDERAL PROJECTS ACCOUNTING FILES

6. Division and Office Function   What is the function of the Division and the Office in which this record series is created?

The Accounting and Disbursement Unit provides the necessary accounting services to all organizational levels of the State Department of Education for all public monies received and disbursed on behalf of education in Georgia.

7. Record Series Description   This file contains the following documents *(include form numbers and titles, if any)*: Attach samples of the file.

Documents relating to: receiving, accounting and disbursing of Federal monies to local education units and individuals eligible for the funds through federal education programs.

Included are: applications for Federal monies, ledger sheets, receipts, statements of conditions, audit findings, correspondence and other related documents.

File is arranged: by Federal program, by year, and thereunder alphabetically by Local Education Unit.

8. Monthly Reference Rate   How often are records referred to which are:

One to six months old __100__; Seven to twelve months old __50__; Thirteen to twenty-four months old __20__; twenty-five months and older __1__?

9. Annual Rate of Accumulation of Records

Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other *(specify)* 12 Records Center boxes

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy. Program Annual Reports
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Program Annual Reports
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Parts of the series are contained in the program office
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements   The following requires the series to be kept:

a. State Law _____-0-_____ years.   d. Audit period _____-2-_____ years.

b. Statute of limitation _____ years.   e. Administrative need _____-8-_____ years.

c. Federal law _____-5-*_____ years.   f. Federal retention instructions _____ years.

*PL 93-380, Sect. 510(After completion of project under a federal grant, loan or other arrangement.)

Attach copy or excert of laws or regulations. Explain administrative need.

Records are needed for 8 years because some federal grants are for 3 years, requiring them to be kept for that length of time to coply with the federal law,

12. Approved Disposition Instructions   This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____, then,

☒ Hold in the current files area _____ month(s) ___2___ year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☒ Transfer to State Records Center; hold ___6___ year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
[signature]	3/8/77	Walker L. Baungardner	2-28-77

Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Records Committee (Signature)	Date
	State Auditor/Designee [signature]	3-28-77
	Secretary of State/Designee Carroll Hart	3-25-77
	Attorney General/Designee [signature]	3-24-77

AR-50-71; Rev. 76   (Reverse Side)